

3 December 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 3 December 1976

1. Retirement Activity: The tempo of retirement activity from the beginning of this fiscal year through the end of December is indicated by the following:

	<u>CIARDS</u>	<u>CSC</u>	<u>TOTAL</u>
1 Oct 76 - 1 Dec 76	16	24	40
"Knowns" through 31 Dec 76	<u>47</u>	<u>29</u>	<u>76</u>
TOTALS	63	53	116

2. Recruitment Advertising: Our Account Executive with Gaynor & Ducas Advertising, Mr. Larry Collins, who has worked with us for only a matter of weeks, phoned on 30 November to advise us that he is leaving. He has accepted a position as Director of Public Relations with the Baltimore Civil Center. His duties at Gaynor & Ducas will be assumed by Miss Amy Weltman, who plans a trip to the Agency later in the month for familiarization. This firm handles our recruitment advertising, to include classified ads in newspapers and trade journals, and our display ads in college placement publications.

3. Incentive Awards Activity: The Chief of our Incentive Awards Branch attended the monthly meeting of the National Capital Chapter Board Members of the National Association of Suggestion Systems and Civil Service Commission Office of Incentive Systems officers. Two items of business were: (a) the formulation of plans for a full-day Incentive Awards Seminar to be held locally in January 1977; and (b) review plans CSC is formulating for an additional program through use of the Incentive Awards Program to grant Presidential thanks and recognition to Government employees who make important cost-reduction contributions.

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4. Health Benefits Insurance: Although not all of the health benefits "open season" actions have been processed, there is a strong indication that the outcome will be significantly different from prior years. Typical of previous years was a net increase in enrollment by the Blue Cross plan and a slight decrease in the Agency's Association Benefit Plan. With approximately 100 more actions to be processed, this year's figures show Blue Cross losing 45 members and the Agency's Plan gaining 80.

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5. Bloodmobile at [] Building: With the cooperation of [] and the Red Cross, arrangements have been made for a Bloodmobile at [] Building on 22 December. Chief, Personal Affairs Branch/OP, will visit [] Building on 2 December to complete the details. This not only eliminates inconvenience of employees having to travel to Headquarters to give blood, but also gives [] employees who work on the first floor of that building an opportunity to become Red Cross blood donors.

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6. Summer-Only Program: As of 26 November, 364 applications had been mailed to Summer-Only applicants, and 30 have been returned to us. Out of the 30 returned, 15 individuals have been scheduled for testing.

7. Rehired Annuitant Termination: The following rehired annuitant case was terminated for the Directorate of Administration:

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[] -- Independent Contractor, Office of Personnel, terminating effective 31 December 1976.

Coming Events:

1. The next Blood Donor Day at Headquarters will be Tuesday, 7 December 1976.

2. The EAA Store will sell poinsettia plants on Friday morning, 3 December 1976, at \$9.15, tax included.

3. An Office of Personnel Skills Session will be held on Wednesday, 15 December, from 0930-1130 in Room GA-13, Headquarters. The subject will be "The Factor Evaluation System (FES)."

Dist:

- 0 & 2 - DDA
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
- 1 - Subject File
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F. W. M. Janney

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